

Methven Community Board

AGENDA

Notice of Meeting:

A meeting of the Methven Community Board will be held on:

Date: Monday 28 September 2020
Time: 10.30am
Venue: Board Room, Mt Hutt Memorial Hall
160 Main Street, Methven

Membership

Chairperson	Dan McLaughlin
Deputy Chairperson	Sonia McAlpine
Members	Kelvin Holmes Ron Smith Richie Owen
Council appointees	Cr Rodger Letham Cr Liz McMillan

25 September 2020

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Methven Community Board

Timetable	
Time	Item
10.30am	Meeting commences

ORDER OF BUSINESS

- 1 Apologies**
- 2 Extraordinary Business**
- 3 Declarations of Interest**
- 4 Confirmation of Minutes** **3**
 - 17 August 2020

Matters for Board decision

- 5 Methven Community Board Delegations** **5**
- 6 Amendment to the Methven Community Board Rating Map** **12**

Activity reports

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 - 7.1 Open Spaces
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 - 10.2 Commercial Property
 - 10.3 Communications
 - 10.4 Customer Request Management
 - 10.5 Finance
 - 10.6 Discretionary Grants

4. Minutes – 17 August 2020

Minutes of the Methven Community Board meeting held on Monday 17 August 2020, commencing at 10.30am, in the Mt Hutt Memorial Hall Boardroom, 160 Main Street, Methven.

Present

Dan McLaughlin (Chairman), Kelvin Holmes, Ron Smith, Cr Liz McMillan, Sonia McAlpine, and Cr Rodger Letham.

Also present

Mayor Neil Brown

In attendance

Neil McCann (Group Manager Infrastructure Services), Bevan Rickerby (Economic Development Manager), and Clare Harden (Community Administration Officer).

Two members of the public - Kari Mohoao (Fluoridation) and Jess Wilson (Wellbeing Ōpuke).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Public Forum

- Kari Mohoao (fluoridation)

Kari is in holistic health and has resided in Methven for 6 months. He notified the Board of his intention to instigate a petition for an alternative source of water for the town that is free of fluoridation.

- Jess Wilson (Wellbeing Ōpuke)

Wellbeing Ōpuke's mission is to make it as easy as possible for community members to connect and create a culture of wellness that embraces the five ways to wellbeing. Jess has been in the role of paid administrator for 3 months funded by a local funder. Wellbeing Ōpuke is a team of 12-15 volunteers and Safer Communities are providing payroll support.

5 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 29 June 2020, be taken as read and confirmed.

Smith/Holmes

Carried

6 Activity Reports

That the reports be received.

McAlpine/Holmes

Carried

- The Board would like to see Thyme Stream and the Ōpuke Hot Pools included in the Methven township boundary area.
- Dan McLaughlin and Kelvin Holmes are to present the Methven Community Board's submission at the Council's Revenue and Financing Policy hearing on 18 August 2020.
- Footpath Expenditure - \$33,000 has been allocated in the budget for cyclic renewals and there is a budget of \$16,000 remaining for footpath upgrades.
- Community fund grant expenditure - \$2,000 was allocated to purchase rhododendrons for planting at the Methven cemetery, there is a total of \$1,880 left in this fund.

Upcoming dates

- 5 September – cemetery planting day
- 7 September – Methven Community Board workshop

Discretionary Grant

That the Methven Historical Society be allocated funding of \$590 to enable the history of houses in Methven booklet to be published in colour.

Holmes/McAlpine

Carried

The meeting concluded at 12.05pm.

The next meeting is scheduled for Monday 28 September

----- **Chairman**

5. Methven Community Board Delegations

Author	<i>Phillipa Clark, Governance Team Leader</i>
Author	<i>Clare Harden, Community Administration Officer</i>
General Manager	<i>Steve Fabish, Group Manager Community Services</i>

Summary

- The Methven Community Board has requested that terms of reference be developed to better define the Board's role and responsibilities.
- The Board held a workshop on 17 August 2020 to prepare draft terms of reference which are presented for final consideration before being submitted to Council for approval.

Recommendation to Council

- 1 **That** the Methven Community Board delegations report be received.
- 2 **That** the Methven Community Board terms of reference be approved and included in Council's Delegations Manual.

Appendix 1: Draft terms of reference

Background

The current situation

1. The Methven Community Board (the Board) was established by the Local Government Commission during the reorganisation of local government in 1989. The Board's role is to provide local leadership and input into Council decision-making.
2. Board membership includes five members elected from the Methven community and two appointed Council elected members from the Western Ward.
3. The role of the community board member is varied, but primarily representative. In comparison to the role of councillors, Board members would generally spend more time advocating on issues and concerns on behalf of the Methven community and proportionally less on governance matters.
4. The Board works in co-operation with Council and within the framework of the powers and functions set out in statute and delegated by Council. Board members are expected to listen to the Methven community's viewpoints and concerns and communicate these to Council.
5. At the Board meeting on 29 June 2020, a recommendation to Council requested approval for the Board's delegations to be reviewed. The intention is to have terms of reference that better describe the scope of Board's role and involvement with the Methven community. The Board agreed that terms of reference would be an appropriate way to maintain accountability while ensuring that decision-making is aligned with Council policy.
6. There are different approaches to empowering community boards to have a say about their local services other than delegations. For example, Council could enter into an 'agreement' with the Board or provide 'terms of reference'. Rather than replace, these would be in addition to the Board's statutory delegations.
7. The approach sought by the Board is to develop terms of reference that are broadly focused but clearly identify the advisory and decision-making roles and responsibilities the Board is expected to undertake. Essentially the terms of reference will reflect the 'job description' of the Board members.
8. The Board's desire to have more involvement in administering community funding is reflected in the recent request for its discretionary budget to be increased. This area is likely to be where the Board will have its highest level of decision-making.
9. Council approved increasing the Methven discretionary grant fund from \$10,000 to \$25,000 in the 2020-21 year. The Board acknowledges the need for a process that will align to Council's grants assessment and allocation criteria. A discretionary

grants allocation policy is being developed and this will be the subject of a further report.

Review process

10. 17 August workshop to revise delegations and prepare draft terms of reference.

Appendix 1

11. The Board's delegations are expressed in general terms and are based on the following principles:
- issues relevant to the Methven community should be decided as closely as possible to that community;
 - proactively and constructively engage with residents on local matters that affect the Methven community;
 - provide a local perspective on the levels of service as detailed in the LTP and on local expenditure, rate impacts and priorities;
 - contribute local input to any Council strategy, plan or policy, as required;
 - approve criteria for, and disbursement of, the Methven community discretionary grant fund as approved through the LTP or Annual Plan;
 - help develop local solutions to support Methven's economic growth and tourism opportunities.
12. The Board accepts that Council is ultimately responsible for the governance of the district and therefore retains the right to set minimum standards and to review community board decisions associated with the exercise of these delegations.
13. The Board further acknowledges that the delegations must align with Council's strategic direction, policies, plans, standing orders and its statutory obligations.
14. These delegations:
- a) do not delegate any function, duty of power which a statute (eg section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;
 - b) are subject to and do not affect any delegation which the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;
 - c) are subject to any other statutory requirements that may apply to a particular delegation;
 - d) are subject to any notice issued by the Council, from time to time, to the Methven Community Board that a particular issue must be referred to Council for decision;
 - e) reflect that decisions with significant financial implications should be made by Council;
 - f) reflect that all statutory and legal requirements must be met.

Options analysis

Option one – approve new terms of reference

15. The terms of reference broadly set out the Methven Community Board's jurisdiction, identifying the various activities where the Board can recommend or implement decisions. This option provides the Board with clear reporting parameters and meets legislative requirements.
16. Apart from matters that cannot be delegated to a community board, the terms of reference don't preclude the Board from undertaking other responsibilities, should Council decide to delegate these in the future.

Option two – review or reject the terms of reference

17. The terms of reference may require further review. If this is the decision, the Board will continue to function satisfactorily with its existing (statutory) delegations until such time that revised terms of reference are produced.

Legal/policy implications

Local Government Act 2002

18. Clause 32, schedule 7 of the Local Government Act 2002 authorises Council to delegate to a community board.
19. The Methven Community Board's functions, duties and powers are set by statute as well as delegated by Council. Currently the Board's delegations are as set out in the Local Government Act 2002 (s52) –
 - represent, and act as an advocate for, the interests of its community
 - consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
 - maintain an overview of services provided by the territorial authority within the community
 - prepare an annual submission to the territorial authority for expenditure within the community
 - communicate with community organisations and special interest groups within the community
 - undertake any other responsibilities that are delegated to it by the territorial authority.

Financial implications

Requirement	Explanation
What is the cost?	The review and update of the Board's delegations would be accommodated within existing work programmes at no additional cost.
Is there budget available in LTP / AP?	Yes – met from existing budgets
Where is the funding coming from?	No funding required
Are there any future budget implications?	No
Reviewed by Finance	Not required – no financial implications

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low.
Level of engagement selected	1. Inform – one-way communication
Rationale for selecting level of engagement	The community will be informed of the decision to accept the Methven Community Board delegations through the publication of the Council meeting minutes for 24 September 2020. The document is factual and non-contentious therefore engagement is not required.
Reviewed by Strategy & Policy	

Next steps

Date	Action / milestone	Comments
Sep-Oct 2020	Approval of revised MCB delegations and terms of reference by Council	
2022	Review delegations following the October 2022 triennial elections	

Methven Community Board

(Draft) Terms of Reference

Purpose

The purpose of the Methven Community Board is to represent the Methven community's interests in Council decision-making in a manner that promotes the current and future interests of the community. The Board's role is as set out in Section 52 of the Local Government Act 2002, to give effect to the purpose of local government in Section 10 of the Local Government Act 2002.

Membership

Membership of the Committee comprises:

- Dan McLaughlin (Chair)
- Sonia McAlpine (Deputy Chair)
- Kelvin Holmes
- Ron Smith
- Richie Owen
- Cr Liz McMillan (Western Ward Councillor)
- Cr Rodger Letham (Western Ward Councillor)

The quorum is four members.

Meeting Frequency

The Methven Community Board will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Board and Council.

Committee members shall be given not less than 5 working days' notice of meetings.

Meeting and administrative support will be provided by Council's governance and community services staff.

Roles and Function

The Methven Community Board's functions, duties and powers are set by statute as well as delegated by Council. The Board's delegations are as set out in the Local Government Act 2002 (s52) –

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- maintain an overview of services provided by the territorial authority within the community
- prepare an annual submission to the territorial authority for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the territorial authority.

Delegation

1. Council shall consult with the Board on issues that impact on Methven community's area and allow sufficient time for the Board's comments to be considered before a decision is made.
2. Consider matters referred by Council officers, and Council, including reports relating to the provision of Council services within the Methven Community Board area, and make submissions or recommendations in response to those matters as appropriate.
3. Represent the interests of the Methven Community at Council, committee or subcommittee meetings when a motion under debate relates to a matter that the Board considers being of particular interest to Methven residents.
4. Monitor the Board's budget and approve criteria for, and disbursement of, discretionary funding as approved through the LTP or annual plan.
5. Promote and identify opportunities for Methven to support economic growth.
6. Appoint representatives to the Mt Hutt Memorial Hall Board and the Methven Reserve Board.

This will include:

- a) monitoring and keeping Council informed of Methven community aspirations and the level of satisfaction with Council provided services through proactive engagement with residents;
- b) providing input in to Council's Long Term Plan and Annual Plan, giving a local perspective on the levels of service, expenditure, rate impacts and priorities;
- c) providing input into strategies, policies, bylaws and plans that impact on the Board's area;
- d) providing input into proposed District Plan changes.

Communications

- The Methven Community Board Chair will, on behalf of the Board, undertake to meet regularly with the Mayor and/or Council's Chief Executive (or nominated officer) to provide two-way updates on what the Council and the Board have been and propose to be involved in.
- All information released to the media on behalf of the Methven Community Board shall be through the Chair, or his nominee, with assistance from Council's Communications resources.

Reporting

The Methven Community Board will report to Council.

Adopted (TBC)

6. Amendment to the MCB rating map

Author	<i>Mel Neumann; Policy Advisor</i>
Activity manager	<i>Toni Durham; Strategy & Policy Manager</i>
Group manager	<i>Jane Donaldson; GM Strategy & Compliance</i>

Summary

- During the Revenue and Financing Policy submission hearing process, the Methven Community Board highlighted that the boundaries on Methven maps did not include recent development and subdivisions.
- The purpose of this report is for the Methven Community Board to recommend that Council approves the proposed minor amendment to the Methven Community Board rating map.
- If the minor amendment is approved, the proposed amendment is sent to the Local Government Commission for determination.

Recommendation

- 1. That** Methven Community Board recommends that Council approves the proposed minor amendment to the Methven Community board rating map, as attached in Appendix One and directs officers to send this to the Local Government Commission for the final determination.

Appendix One: Proposed amendment to the Methven Community Board rating map

Background

The current situation

1. In August 2020, Methven Community Board (MCB) presented to Council their submission on the draft Revenue and Financing Policy 2020.
2. The draft policy had been prepared as a part of the programme of work for the Long-Term Plan 2021-31. As well as signalling how Council will fund each of its activities and services, the Revenue and Financing Policy includes maps of the rating boundaries.
3. The submission presented by MCB at the hearing highlighted that the MCB rating boundary did not incorporate new developments and subdivisions in Methven. Specifically,
 - Thyme Stream (off Mt Harding Road) - 16 lots (zoned Residential D)
 - Kakariki View (off Pudding Hill Road next to the Methven Golf Club) – 20 lots (zoned Residential D)
4. Council amends rating boundary maps at the time of policy review, and indeed several Methven maps have been adjusted accordingly. However, amending the MCB rating boundary would mean that some properties would have been rated for the MCB activity even though they are unable to vote for the board members through the local body elections.
5. Accordingly, the rating map was not amended as part of the Revenue and Financing Policy review, due to the need to amend the electoral boundaries through the Local Government Commission.
6. Amending an electoral boundary map typically requires the Council to have undertaken a Representation Review. Council last undertook a Representation Review in 2018 and does not have another one scheduled until 2024. The Local Electoral Act 2001 does allow for minor amendments in certain situations such as development and growth, which officers consider this to be.
7. Therefore, the purpose of this report is for the Methven Community Board to recommend that Council approves the proposed minor amendment to the MCB rating map. If the minor amendment is approved, the proposed amendments will be sent through to the Local Government Commission for determination.
8. If the determination is given to amend the MCB boundary maps, then this would be done and would take effect from the 1 July 2021.

Options analysis

Option one – do not make a recommendation (status quo)

9. This option would not support issues raised by Methven Community Board at the Revenue and Financing Policy hearing.

Advantages	Disadvantages
<ul style="list-style-type: none">No additional resource required to undertake this work	<ul style="list-style-type: none">Inconsistent approach to which properties pay for the MCB, and in turn, receive the benefits of MCB's work
Risks <ul style="list-style-type: none">A reputational risk that the MCB doesn't represent all Methven residents	

Option two – recommend Council approves boundary amendment

10. This option would see a recommendation to Council to approve the proposed boundary amendment to Methven Community Board rating map as attached in Appendix One. It would include directing officers to apply to the Local Government Commission for determination.

Advantages	Disadvantages
<ul style="list-style-type: none">Keeps the MCB electoral boundary map current and reflecting the entire Methven urban community	<ul style="list-style-type: none">Resource required to see work through the process of submitting a minor boundary amendment
Risks <ul style="list-style-type: none">Properties proposed to be included may not wish to be rated for the MCB	

Legal/policy implications

Legislation

11. Under section 19JA of the Local Electoral Act 2001, territorial authorities may make minor alterations to boundaries of local board areas or communities within the district of the territorial authority, provided the Commission determines the changes appropriate.

Council policies

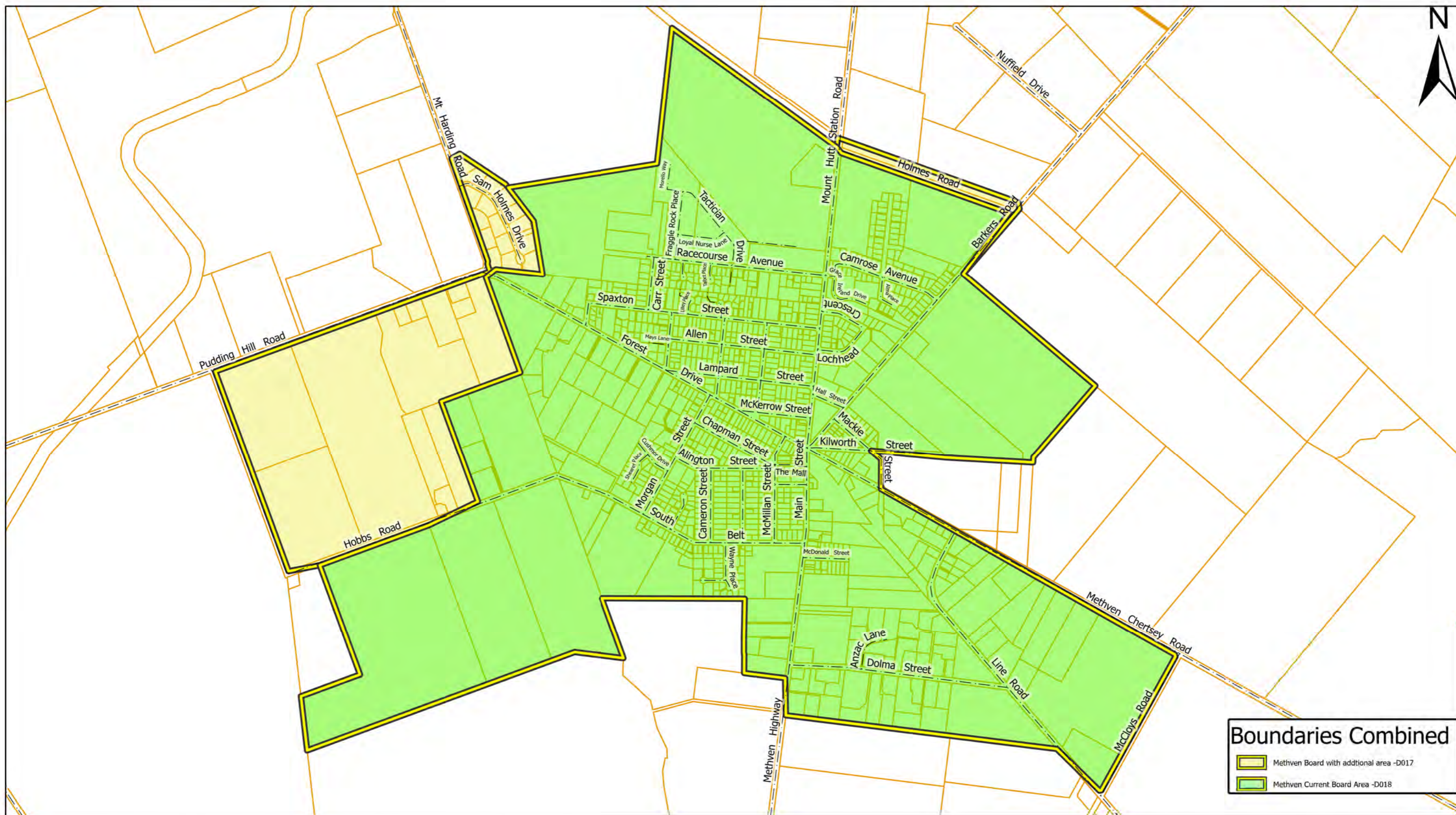
12. Council will be required to update the Revenue and Financing Policy to give effect to the new rating boundary, after the amendments have been accepted by both Council and the Local Government Commission. Given that the Revenue and Financing Policy does not take effect until 1 July 2021, there is time to enable this to happen.

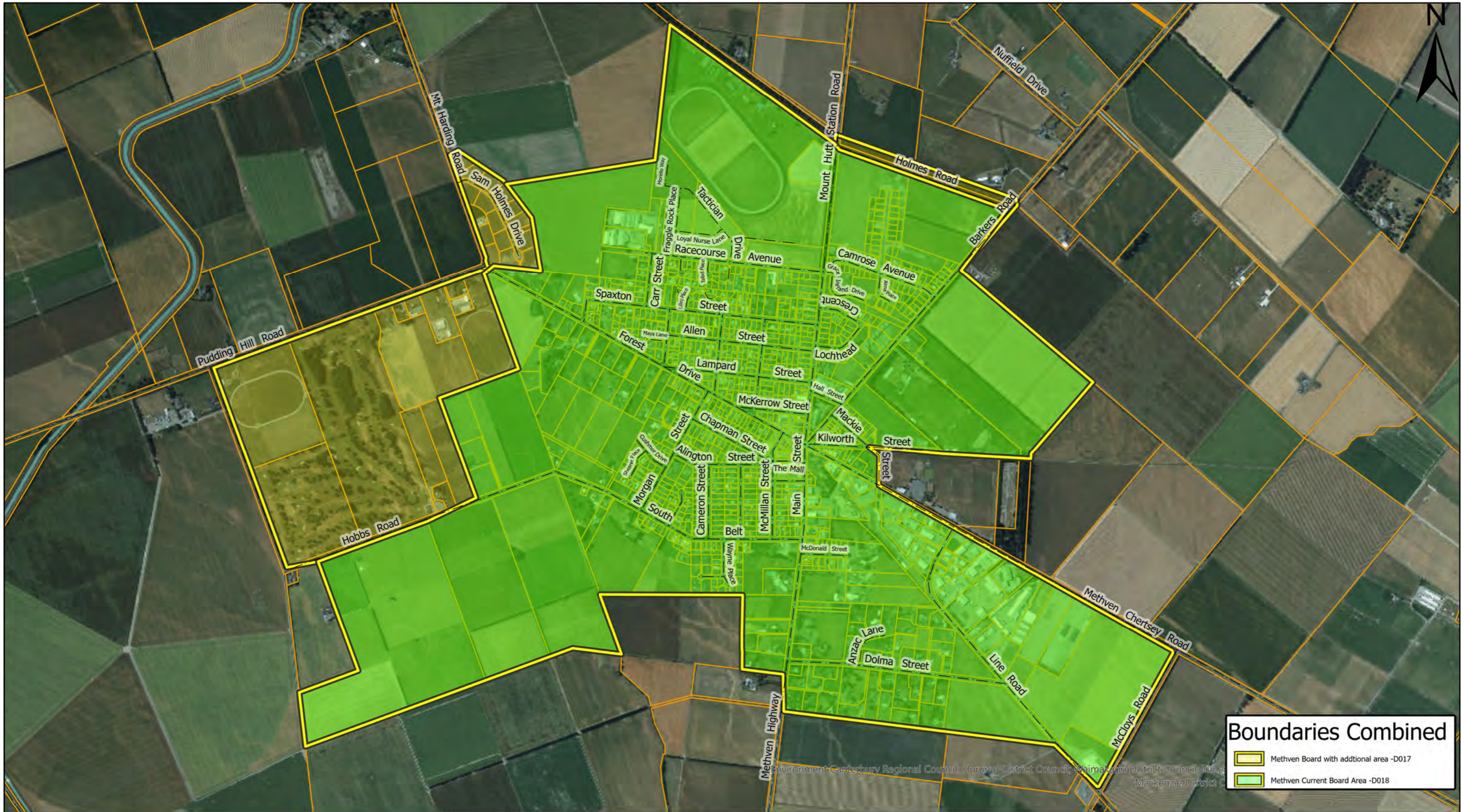
Financial implications

Requirement	Explanation
What is the cost?	There is no cost to making a recommendation to Council
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	This work is being met from within the existing strategy & policy budget.
Are there any future budget implications?	No
Reviewed by Finance	Not required as no additional funding is needed

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Level of engagement selected	1. Inform – one way communication
Rationale for selecting level of engagement	The community will be informed of the amendment to the boundary if the final determination is made by the Local Government Commission.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager





Activity Reports

7. Community Services

7.1 Open Spaces

The toilets are scheduled for re-opening early October 2020. This is later than anticipated due to delays in obtaining parts required for the refurbishment.

7.2 Economic Development

The key sectors report varying levels of activity.

Hospitality continues to struggle with numbers limited and social distancing reducing numbers that can be accommodated in some restaurants. Retail is a mixed bag with some reporting steady trading and others noticing reduced customer counts.

Construction is slowing with all builders positive but very cautious of the future. Supply of raw materials is becoming an issue and this could result in price increases as the cost of international freight continues to increase.

Contracting is a mixture of activity. The agricultural sector is quiet, concrete plants are back in output as expected with housing very quiet, general contracting is steady for this time of the year. There is some nervousness going forward into 2021. As Christchurch motorway projects come to an end there will be a number of contractors looking for work and this could affect our local contractors.

Transport is reporting business appears to be as normal for the time of the year. There is pressure on staffing and even with the number of unemployed we are finding people with the right licences are not there.

In the primary industry, all eyes are on the newly released National Policy Statement for Freshwater Management. The Statement introduces a shift in approach by Central Government from outcomes-focussed environmental management to input regulation of farm practices. The main areas of the statement cover stock exclusion (fencing waterways), winter grazing practices, fertiliser management and water quality attributes. The significance of the statement cannot be understated and should it be enforced to its full extent. Economic modelling indicates a significant impact on the productivity and profitability of the primary sector.

Chamber of Commerce update for the Regional Business Growth Fund for the Mid Canterbury area:

- The second round of COVID Advisory funding (mid July onwards) generated additional enquiries – these were mostly new registrations/businesses not spoken to previously. Approximately an additional 40 businesses in this second wave.
- A good number of enquiries have come directly to the advisor (rather than via the RBP registration process) which he would put down to the joint ADC/CECC communications and promotion undertaken.
- The CECC advisor has been following up with all businesses supported via RBP during the COVID period to check where the business is at now, and any additional support required – this has generated a mixture of additional COVID support and standard growth/improvement work.
- The hospitality sector (particularly near Methven) has been reported as a pain point. A number of positive outcomes where a range of COVID support services were put in early,

stabilising the businesses and now supporting operational improvement plans that will likely put the businesses in a stronger fiscal position than even before COVID.

- The general trend that continues is less COVID distressed businesses and more enquiries around growth and improvement – a move towards more business as normal. Expansion plans, leadership and new product/service development have been areas of discussion.

8 Strategy & Compliance

8.1 Building Services

Month	2019 Consents Issued	2019 Consents Issued YTD	2019 Value of Work	2019 Value of Work YTD
Jan	7 (2)	7 (2)	\$1,116,380 (\$43,500)	\$1,116,380 (\$43,500)
Feb	2 (4)	9 (6)	\$8,241 (\$537,615)	\$1,124,621 (\$581,115)
Mar	3 (7)	12 (13)	\$116,419 (\$1,392,875)	\$1,241,040 (\$1,973,990)
Apr	1 (6)	13 (19)	\$5,000 (\$951,800)	\$1,246,040 (\$2,925,790)
May	6 (7)	19 (26)	\$340,673 (\$1,015,470)	\$1,586,713 (\$3,941,260)
Jun	3 (2)	22 (28)	\$298,329 (\$7,500)	\$1,885,042 (\$3,948,760)
Jul	4 (5)	26 (33)	\$954,698 (\$83,500)	\$2,839,740 (\$4,032,260)
Aug	2 (2)	28 (35)	\$26,000 (\$474,800)	\$2,865,740 (\$4,507,060)
Sep	4 (9)	32 (44)	\$506,500 (\$2,592,230)	\$3,372,240 (\$7,099,290)
Oct	0 (0)	32 (44)	\$0 (\$0)	\$3,372,240 (\$7,099,290)
Nov	5 (2)	37 (46)	\$649,800 (\$341,200)	\$4,022,040 (\$7,440,490)
Dec	1 (4)	38 (50)	\$300,000 (\$605,747)	\$4,322,040 (\$8,046,237)

Month	2020 Consents Issued	2020 Consents Issued YTD	2020 Value of Work	2020 Value of Work YTD
Jan	1 (7)	1 (7)	\$10,000 (\$1,116,380)	\$10,000 (\$1,116,380)
Feb	3 (2)	4 (9)	\$208,500 (\$8,241)	\$218,500 (\$1,124,621)
Mar	1 (3)	5 (12)	\$30,000 (\$116,419)	\$248,500 (\$1,241,040)
Apr	2 (1)	7 (13)	\$355,000 (5,000)	\$603,500 (\$1,246,040)
May	2 (6)	9 (19)	\$324,454 (\$340,673)	\$927,954 (\$1,586,713)
Jun	5 (3)	14 (22)	\$569,846 (\$298,329)	\$1,497,800 (\$1,885,042)
Jul	2 (4)	16 (26)	\$6,500 (\$954,698)	\$1,504,300 (\$2,839,740)
Aug	2 (2)	18 (28)	\$478,922 (\$26,000)	\$1,983,222 (\$2,865,740)

Note: figures in brackets are for the corresponding month the previous year.

Please be aware that there are building consents that have been issued that are not recorded in the tables above because the properties are outside the Methven Township boundary. For example, the Opuke Hot Pools consent was issued in May for a value of \$6,500,000 and Thyme Stream subdivision has had \$1,264,000 of consents issued to date.

8.2 Strategy & Policy

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Comments
Long-Term Plan 2021-31	October 2019	30 June 2021	Yes	AMPs & BCs at review stage, IS & FS reviews underway, Financial Policies under review, Pre-engagement completed >1100 responses
Annual Report 19-20	June 2020	30 November 2020	Yes	Due to Covid-19 the Government has extended the due date for Annual Reports to 31 December 2020. Audit NZ begin 28.09.20
Community Grants and Funding	January 2020	Sep 2020	Yes	Round 2 of the heritage and event grants have closed and Council will approve funding allocations on 24/09/20. Round 1 of Creative Communities has now closed. New Creative Communities Committee has been appointed.
Bylaws & Policies	Ongoing	Ongoing	Yes	Reviews underway include R&F Policy, DFC Policy (Council 24 Sept), Pressure Sewer System Policy (IS 8 October) and Property Leases and Licenses Policy (13 October)
Annual Residents Survey	August 2020	July 2021	Yes	Round 1 of the 2020/21 survey has commenced
Engagement	Ongoing	Ongoing	Yes	Baring Square East consultation has closed (26 submissions received). Our Place engagement closed (>1100 responses). Preparing for Walking & Cycling Strategy consultation – November 2020
External submissions	Ongoing	Ongoing	Yes	No external submissions have been made in the past 6 weeks.

9 Infrastructure Services

9.1 Roading

- **Water Cutting**

The Council has secured specially designed water-cutting trucks to blast off excess bitumen sitting on the road surface on sections of Forest Drive and Barkers Road.

A total of approximately one kilometre of Forest Drive between Pudding Hill and Main Street and another 600 metres of Barkers Road near Back Track Road will be treated.

Excess bitumen on the road surface can be slippery in winter and sticky in summer when the hot temperatures soften the bitumen. Removing it also restores the surface texture of the road to reduce slippage when vehicles turn or brake.

- **Road Reseal Programme**

The whole of Dolma Street and sections of Wayne Place in Methven is programmed for reseal this year. The new reseal contract has just been awarded and contract works are expected to commence 1 November 2020.

- **Drainage Maintenance**

Fulton Hogan has programmed the re-grassing of Line Road between Methven Chertsey and Dolma Street where swale drains have been formed. Re-grassing will entail placement of top-soil and sowing of grass seed. Re-grassing will focus on the section of berms fronting the businesses along the section of Line Road that have been identified.

9.2 Footpaths

- **Kerb and Channel**

The kerb and channel work on Methven Chertsey Road will be extended another 25 meters to include the entranceway to the cemetery.

9.3 Solid waste

- **Recycling drop-off yard**

The recent upgrade work on the drop off yard has performed well over the winter. The site is operating well. We have only occasional incidences of illegal dumping in the recycling bins. We are usually able to find the owner of the vehicle using the CCTV camera footage and contact them to discuss and resolve these issues.

- **Wheelie bin auditing**

Wheelie bin auditing will continue for a fourth cycle beginning on Monday 28 September.

A follow up programme will be put in place to monitor problem properties. All recycling is going to the Timaru sorting plant.

- **The green waste drop-off**

The grazing lease over the old landfill at Vaughan's Road has been concluded and the area cleaned up. The old landfill will now be maintained with periodic mowing and spraying.

9.4 Water supply

Community and Public Health have formally advised in writing to the Chief Executive, that Council is non-compliant with the Health Act Part 2A, specifically 69Z which outlines the mandatory requirement for a drinking water supplier to prepare and submit a water safety plan for approval.

Council has had an approved water safety plan in place for Methven for some years, but renewal of that plan has coincided with the release of a new framework dictating the form of all new plans. This framework “raises the bar” significantly in terms of how risks are perceived and managed. A revised water safety plan was lodged by the due date of 24 April 2020. Council was advised on 15 June that the plan was not acceptable.

It should be noted, at time of writing, officers are not aware of any water safety plans having been approved under the new framework. Officers believe this is a useful demonstration of where the real changes in the industry are likely to arise, with a significantly increased focus on risk identification, and risk management. Council has three other plans which have to be updated into the new format. Based on the Methven experience, this is expected have a significant impact on our available resourcing to meet this challenge.

10 Business Support and Governance

10.1 Community board levy

In August, the NZ Community Board Executive Committee (CBEC) met and resolved to hold community board levies at the 2018/19 levels. Methven Community Board will continue to pay the minimum levy of \$275.

The levy complements the annual funding the CBEC receives from Local Government NZ, which meets the administrative and logistic costs associated with quarterly CBEC meetings. It also enables CBEC to invest in activities designed to lift performance and meet community expectations. Activities undertaken during the previous triennium included two successful community board conferences – Methven in 2017 and New Plymouth in 2019.

Alexandra Davids has been appointed Chair of the Community Board Executive Committee, replacing Mick Lester.

10.2 Communications

Work is progressing on Stage 2 of the Methven iHub and rebrand, which includes proposed options to rearrange the layout inside the building, maximising the space and providing additional leasing space. A meeting with the Mt Hutt Memorial Hall Board was held on Friday, 11 September 2020, to present Stage 2 considerations.

10.3 Customer request management

The CRM report for August/September is appended. An update will be tabled at the meeting showing completion dates.

Appendix 1

10.4 Finance

The draft financial report to 30 June 2020 is appended.

Appendix 2

10.5 Discretionary grants

A further request is being made for funding of \$1,000 for maintenance on the Thyme Stream walkway (through trees and Mt Harding Road). The Board Chairman will provide further information at the meeting.

Methven CRM Report August/September 2020

Application ID	Completion Date	Received On	Details	Street	Primary Group
CRM0100506/20		04/08/2020	barking dog	Mackie Street	crmAnimals
CRM0100542/20		20/08/2020	barking dog	Talbot Place	crmAnimals
CRM0100586/20		14/09/2020	barking dog	Mackie Street	crmAnimals
CRM0100590/20		15/09/2020	Animals - Other - dogs off leads	Lochhead Crescent	crmAnimals
CRM0100597/20		18/09/2020	Animals - Other - dangerous dog dogs off leads	Allen Street	crmAnimals
CRM0500091/20		11/08/2020	Trip Hazard - Roads/Footpaths	Forest Drive	crmFootpat
CRM0500095/20		25/08/2020	Trip Hazard - Roads/Footpaths	Main Street	crmFootpat
CRM0500097/20		31/08/2020	Roads/Footpaths	Shearer Place	crmFootpat
CRM0500101/20		14/09/2020	Trip Hazard - Roads/Footpaths	Mcmillan Street	crmFootpat
CRM0500103/20		14/09/2020	Roads/Footpaths	South Belt	crmFootpat
CRM0500105/20		15/09/2020	Roads/Footpaths	Morgan Street	crmFootpat
CRM0500111/20		21/09/2020	Roads/Footpaths	Cushman Drive	crmFootpat
CRM0800278/20		11/08/2020	Property File Information	Colcord Place	crmInform
CRM0800293/20		19/08/2020	Property File Information	Forest Drive	crmInform
CRM0800303/20		27/08/2020	Property File Information	South Belt	crmInform
CRM0800343/20		21/09/2020	Property File Information	Barkers Road	crmInform
CRM100007/20		04/09/2020	Leak/Burst pipe	Forest Drive	crmWater2
CRM100010/20		08/09/2020	Leak Other - Toby Box	Forest Drive	crmWater2
CRM100014/20		14/09/2020	Leak Other - Toby Box	Colcord Place	crmWater2
CRM100022/20		17/09/2020	Property File Information	Mcmillan Street	crmWater2
CRM1000310/20		16/08/2020	Noise complaint	Allen Street	crmNoise
CRM1000337/20		06/09/2020	Noise complaint	Mcmillan Street	crmNoise
CRM100034/20		23/09/2020	Leak Other - Toby Box	Mackie Street	crmWater2
CRM1200079/20		18/09/2020	Roads/Footpaths Weeds	Methven Township	crmParksSp
CRM1600688/20		07/08/2020	Signs Non-Regulatory	Barkers Road	crmRoading
CRM1600704/20		12/08/2020	Roads/Footpaths	Forest Drive	crmRoading
CRM1600712/20		14/08/2020	Flooding	Mckerrrow Street	crmRoading
CRM1600723/20		19/08/2020	Roads/Footpaths	Main Street	crmRoading
CRM1600724/20		19/08/2020	Signs Non-Regulatory	Morgan Street	crmRoading
CRM1600737/20		25/08/2020	Flooding Roading	Main Street	crmRoading
CRM1600738/20		25/08/2020	Drainage - Urban Kerbs or Drains	Main Street	crmRoading
CRM1600739/20		25/08/2020	Drainage - Urban Kerbs or Drains	Main Street	crmRoading
CRM1600774/20		04/09/2020	Signs Regulatory	Dolma Street	crmRoading
CRM1600778/20		08/09/2020	Drainage - Urban Kerbs or Drains	Methven Township	crmRoading
CRM1600779/20		08/09/2020	Clean or Clear - Detritus	Barkers Road	crmRoading
CRM1600787/20		11/09/2020	Pot Holes	Wayne Place	crmRoading
CRM1600802/20		16/09/2020	Road Surface Faults - Sealed Roads	Wayne Place	crmRoading
CRM1600831/20		21/09/2020	Signs Regulatory	Barkers Road	crmRoading
CRM2000141/20		10/09/2020	Stockwater Blockage	Barkers Road	crmStockw
CRM2200056/20		07/08/2020	Overhead Streetlights - Light not operating	Forest Drive	crmStreets
CRM2300090/20		03/08/2020	Roads/Footpaths	Mckerrrow Street	crmTrees
CRM2400695/20		03/08/2020	Leak Burst Pipe - Leak on Road	Main Street	crmWater
CRM2400696/20		03/08/2020	Leak Burst Pipe - Leak On road	Main Street	crmWater
CRM2400697/20		03/08/2020	Leak Burst Pipe - Leak on Road	Main Street	crmWater
CRM2400698/20		03/08/2020	Leak Burst Pipe - Footpath	Lampard Street	crmWater
CRM2400701/20		03/08/2020	Leak Burst Pipe - Footpath	Main Street	crmWater
CRM2400702/20		03/08/2020	Leak Burst Pipe - Leak on Road	Colcord Place	crmWater
CRM2400703/20		03/08/2020	Leak Burst Pipe - Leak on Road	Colcord Place	crmWater
CRM2400713/20		06/08/2020	Maintenance - Treatment Plant and Bores	Methven Township	crmWater
CRM2400714/20		06/08/2020	Maintenance - Treatment Plant and Bores	Methven Township	crmWater
CRM2400745/20		19/08/2020	Leak Other - Toby Box	Hobbs Road	crmWater
CRM2400756/20		27/08/2020	Leak Other - Toby Box	Bank Street METHVEN	crmWater
CRM2600026/20		24/09/2020	Heavy vehicles parking on the road	Morgan Street	crmParking
CRM2700181/20		18/09/2020	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM2700183/20		22/09/2020	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM3200011/20		17/09/2020	Roads/Footpaths	Main Street	crmStrGdns
CRM3300058/20		10/09/2020	Roads/Footpaths	Colcord Place	crmByLaw
CRM3800357/20		03/08/2020	Request New Bin	Spaxton Street	crmKerbCln
CRM3800358/20		03/08/2020	Request New Bin	Spaxton Street	crmKerbCln
CRM3800370/20		06/08/2020	Litterbins - Broken - 1	Barkers Road	crmKerbCln
CRM3800372/20		06/08/2020	Missed Collection	Cameron Street	crmKerbCln
CRM3800380/20		07/08/2020	Request New Bin	Memorial Crescent	crmKerbCln
CRM3800442/20		26/08/2020	Request New Bin	Memorial Crescent	crmKerbCln
CRM3800457/20		28/08/2020	Request New Bin	Mckerrrow Street	crmKerbCln
CRM3800461/20		28/08/2020	Request New Bin	Forest Drive	crmKerbCln
CRM3800471/20		31/08/2020	Yellow Bin - contamination	Lochhead Crescent	crmKerbCln
CRM3800488/20		07/09/2020	Request New Bin	Memorial Crescent	crmKerbCln
CRM3800493/20		09/09/2020	Missing/Stolen Bin	Spaxton Street	crmKerbCln
CRM3800508/20		11/09/2020	Request New Bin clips	Barkers Road	crmKerbCln
CRM3800512/20		14/09/2020	Request New Bin	Chapman Street	crmKerbCln
CRM3800516/20		14/09/2020	Request New Bin	Barkers Road	crmKerbCln
CRM3800530/20		18/09/2020	Additional Bins	Main Street	crmKerbCln
CRM3800541/20		21/09/2020	Additional Bins	Main Street	crmKerbCln
CRM500005/20		07/09/2020	Maintenance - Treatment Plant and Bores	Methven Township	crmWtrMain
CRM500007/20		07/09/2020	Maintenance - Treatment Plant and Bores	Methven Township	crmWtrMain
CRM500013/20		18/09/2020	Maintenance - Treatment Plant and Bores	South Belt	crmWtrMain

Monthly Income and Expenditure Report - 139 - Methven Community Board

For the Month Ended 30th June 2020

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Rental	0.00	-182.61	0.00	182.61
Targeted Rates	5,941.93	71,303.10	70,750.00	-553.10
Treasury Internal Recoveries	0.00	720.64	582.00	-138.64
Total Income	<u>5,941.93</u>	<u>71,841.13</u>	<u>71,332.00</u>	<u>-509.13</u>
Expenditure				
Salary / Wages	517.45	12,817.90	15,874.04	3,056.14
Allowances	0.00	6.12	1,299.96	1,293.84
Indemnity Insurance	102.35	1,228.20	3,033.00	1,804.80
Conference Expenses	0.00	127.21	0.00	-127.21
Staff Travel Costs	0.00	0.00	300.00	300.00
Stationery	0.00	121.74	0.00	-121.74
Telephone / Tolls	0.00	1,446.00	0.00	-1,446.00
Subscriptions / Periodicals	0.00	275.00	0.00	-275.00
Insurance	8.10	97.20	0.00	-97.20
Suppers & Receptions	0.00	250.00	300.00	50.00
Advertising	0.00	43.48	500.00	456.52
Grants - Discretionary	0.00	2,346.36	10,000.00	7,653.64
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	844.00	0.00	-844.00
Rents / Leases	0.00	265.22	0.00	-265.22
Internal Rental	102.17	1,226.04	1,226.04	0.00
People and Capability	0.00	17,371.39	20,488.19	3,116.80
Treasury	0.00	491.25	507.35	16.10
Rates	0.00	-2,293.02	1,032.17	3,325.19
Community Relations	0.00	180.95	233.10	52.15
Business Support	0.00	11,994.71	15,690.85	3,696.14
Communication	0.00	157.65	179.23	21.58
Total Expenditure	<u>730.07</u>	<u>48,997.40</u>	<u>71,163.93</u>	<u>22,166.53</u>
Net Surplus/(Deficit)	<u>5,211.86</u>	<u>22,843.73</u>	<u>168.07</u>	<u>-22,675.66</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>5,211.86</u>	<u>22,843.73</u>	<u>168.07</u>	<u>-22,675.66</u>
Cash Reserves				
Separate Reserves	0.00	0.00	168.00	
Plus Net Surplus/(Deficit)		22,843.73		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>22,843.73</u>		